United Nations ST/IC/2013/11

Secretariat

4 April 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York.

2. The CPI for the month of February 2013 reflects a 2.38 per cent movement over the February 2012 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upward by 2.14 per cent, effective 1 March 2013.

3. The amounts of dependency allowances remain unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 March 2013, to $2,268 and $1,134 net per annum, respectively.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of April 2013 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2012/10 dated 4 April 2012, will be in effect until further notice.

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Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		STEPS										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	73 130	76 196	79 261	82 326	85 391	88 457	91 522	94 587	97 652	100 717	103 783*
	(Gross pension)	70 209	73 064	75 922	78 778	81 633	84 491	87 347	90 205	93 061	95 918	98 774*
	(Total net)	55 460	57 575	59 690	61 805	63 920	66 035	68 150	70 265	72 380	74 495	76 610*
	(Net pension)	55 460	57 575	59 690	61 805	63 920	66 035	68 150	70 265	72 380	74 495	76 610*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	65 519	68 286	71 052	73 819	76 586	79 352	82 119	84 886	87 652	90 419	93 186*
	(Gross pension)	63 385	65 863	68 342	70 843	73 421	75 999	78 577	81 156	83 734	86 313	88 891*
	(Total net)	50 208	52 117	54 026	55 935	57 844	59 753	61 662	63 571	65 480	67 389	69 298*
	(Net pension)	50 208	52 117	54 026	55 935	57 844	59 753	61 662	63 571	65 480	67 389	69 298*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	58 686	61 093	63 594	66 096	68 597	71 099	73 600	76 101	78 603	81 104	83 606*
	(Gross pension)	57 171	59 413	61 655	63 897	66 140	68 382	70 639	72 973	75 306	77 640	79 973*
	(Total net)	45 428	47 154	48 880	50 606	52 332	54 058	55 784	57 510	59 236	60 962	62 688*
	(Net pension)	45 428	47 154	48 880	50 606	52 332	54 058	55 784	57 510	59 236	60 962	62 688*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	52 864	54 976	57 088	59 200	61 407	63 672	65 938	68 203	70 468	72 733	74 999*
	(Gross pension)	51 580	53 610	55 639	57 668	59 697	61 726	63 755	65 784	67 815	69 843	71 938*
	(Total net)	41 119	42 682	44 245	45 808	47 371	48 934	50 497	52 060	53 623	55 186	56 749*
	(Net pension)	41 119	42 682	44 245	45 808	47 371	48 934	50 497	52 060	53 623	55 186	56 749*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	47 558	49 474	51 391	53 307	55 223	57 139	59 055	61 042	63 097	65 152	67 207*
	(Gross pension)	46 483	48 322	50 163	52 004	53 844	55 685	57 524	59 365	61 205	63 046	64 885*
	(Total net)	37 193	38 611	40 029	41 447	42 865	44 283	45 701	47 119	48 537	49 955	51 373*
	(Net pension)	37 193	38 611	40 029	41 447	42 865	44 283	45 701	47 119	48 537	49 955	51 373*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	42 804	44 536	46 269	48 001	49 734	51 466	53 199	54 931	56 664	58 396*	
	(Gross pension)	41 902	43 570	45 236	46 903	48 569	50 236	51 902	53 568	55 235	56 900*	
	(Total net)	33 675	34 957	36 239	37 521	38 803	40 085	41 367	42 649	43 931	45 213*	
	(Net pension)	33 675	34 957	36 239	37 521	38 803	40 085	41 367	42 649	43 931	45 213*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	38 538	40 046	41 614	43 181	44 749	46 316	47 884	49 451	51 019*		
	(Gross pension)	37 754	39 261	40 767	42 273	43 779	45 286	46 792	48 299	49 804*		
	(Total net)	30 474	31 634	32 794	33 954	35 114	36 274	37 434	38 594	39 754*		
	(Net pension)	30 474	31 634	32 794	33 954	35 114	36 274	37 434	38 594	39 754*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*[a]
Language Teacher	(Gross)	79 475	82 283	85 090	87 897	90 704	93 512	96 319	99 126	101 933	104 741	107 548	110 355
	(Gross pension)	76 106	78 725	81 345	83 964	86 583	89 203	91 822	94 442	97 061	99 680	102 300	104 919
	(Total net)	59 838	61 775	63 712	65 649	67 586	69 523	71 460	73 397	75 334	77 271	79 208	81 145
	(Net pension)	59 838	61 775	63 712	65 649	67 586	69 523	71 460	73 397	75 334	77 271	79 208	81 145
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	64 041	67 403	70 765	74 128	77 490
	(Gross pension)	62 055	65 069	68 081	71 129	74 263
	(Total net)	49 188	51 508	53 828	56 148	58 468
	(Net pension)	49 188	51 508	53 828	56 148	58 468
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	56 189	58 607	61 099	63 691	66 284
	(Gross pension)	54 771	57 096	59 419	61 742	64 067
	(Total net)	43 580	45 369	47 158	48 947	50 736
	(Net pension)	43 580	45 369	47 158	48 947	50 736
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	51 572	53 780			
	(Gross pension)	50 334	52 457			
	(Total net)	40 163	41 797			
	(Net pension)	40 163	41 797			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	96 980	100 730	104 481	108 232	111 983	115 733	119 484	123 235	126 986*				
	(Gross pension)	92 424	95 924	99 424	102 923	106 499	110 253	114 007	117 759	121 513*				
	(Total net)	71 916	74 504	77 092	79 680	82 268	84 856	87 444	90 032	92 620*				
	(Net pension)	71 916	74 504	77 092	79 680	82 268	84 856	87 444	90 032	92 620*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	89 854	93 348	96 842	100 336	103 830	107 325	110 819	114 313	117 807*				
	(Gross pension)	85 796	89 053	92 310	95 568	98 826	102 084	105 341	108 833	112 327*				
	(Total net)	66 999	69 410	71 821	74 232	76 643	79 054	81 465	83 876	86 287*				
	(Net pension)	66 999	69 410	71 821	74 232	76 643	79 054	81 465	83 876	86 287*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	82 690	85 938	89 186	92 433	95 681	98 929	102 177	105 425	108 672*				
	(Gross pension)	79 116	82 143	85 171	88 200	91 227	94 256	97 284	100 312	103 340*				
	(Total net)	62 056	64 297	66 538	68 779	71 020	73 261	75 502	77 743	79 984*				
	(Net pension)	62 056	64 297	66 538	68 779	71 020	73 261	75 502	77 743	79 984*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	75 430	78 407	81 384	84 361	87 338	90 314	93 291	96 268	99 245*				
	(Gross pension)	72 339	75 116	77 892	80 669	83 445	86 223	88 999	91 775	94 552*				
	(Total net)	57 047	59 101	61 155	63 209	65 263	67 317	69 371	71 425	73 479*				
	(Net pension)	57 047	59 101	61 155	63 209	65 263	67 317	69 371	71 425	73 479*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	70 396	72 732	75 068	77 404	79 741	82 077	84 413	86 749	89 086	91 422	93 758*		
	(Gross pension)	67 746	69 841	72 004	74 183	76 362	78 542	80 720	82 900	85 079	87 258	89 437*		
	(Total net)	53 573	55 185	56 797	58 409	60 021	61 633	63 245	64 857	66 469	68 081	69 693*		
	(Net pension)	53 573	55 185	56 797	58 409	60 021	61 633	63 245	64 857	66 469	68 081	69 693*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	63 104	65 216	67 328	69 439	71 551	73 662	75 774	77 886	79 997	82 109	84 220	86 332	88 443*
	(Gross pension)	61 220	63 111	65 004	66 896	68 787	70 696	72 664	74 634	76 602	78 570	80 538	82 507	84 474*
	(Total net)	48 542	49 999	51 456	52 913	54 370	55 827	57 284	58 741	60 198	61 655	63 112	64 569	66 026*
	(Net pension)	48 542	49 999	51 456	52 913	54 370	55 827	57 284	58 741	60 198	61 655	63 112	64 569	66 026*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	56 097	57 862											
	(Gross pension)	54 680	56 377											
	(Total net)	43 512	44 818											
	(Net pension)	43 512	44 818											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 March 2013

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	89 614	92 714	95 814	98 914	102 014	105 114	108 214
	(Gross pension)	85 573	88 462	91 352	94 242	97 132	100 021	102 911
	(Total net)	66 834	68 973	71 112	73 251	75 390	77 529	79 668
	(Net pension)	66 834	68 973	71 112	73 251	75 390	77 529	79 668
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	84 026	86 948	89 870	92 791	95 713	98 635	101 557
	(Gross pension)	80 359	83 083	85 808	88 533	91 258	93 982	96 707
	(Total net)	62 978	64 994	67 010	69 026	71 042	73 058	75 074
	(Net pension)	62 978	64 994	67 010	69 026	71 042	73 058	75 074
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	78 436	81 180	83 923	86 667	89 410	92 154	94 897
	(Gross pension)	75 148	77 705	80 263	82 822	85 379	87 937	90 496
	(Total net)	59 121	61 014	62 907	64 800	66 693	68 586	70 479
	(Net pension)	59 121	61 014	62 907	64 800	66 693	68 586	70 479
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	72 870	75 430	77 991	80 552	83 113	85 674	88 235
	(Gross pension)	69 964	72 342	74 732	77 122	79 512	81 901	84 291
	(Total net)	55 280	57 047	58 814	60 581	62 348	64 115	65 882
	(Net pension)	55 280	57 047	58 814	60 581	62 348	64 115	65 882
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	67 293	69 677	72 061	74 445	76 829	79 213	81 597
	(Gross pension)	64 972	67 108	69 244	71 427	73 650	75 873	78 097
	(Total net)	51 432	53 077	54 722	56 367	58 012	59 657	61 302
	(Net pension)	51 432	53 077	54 722	56 367	58 012	59 657	61 302
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	61 709	63 920	66 132	68 343	70 555	72 767	74 978
	(Gross pension)	59 965	61 947	63 930	65 912	67 893	69 876	71 924
	(Total net)	47 779	49 105	50 631	52 157	53 683	55 209	56 735
	(Net pension)	47 779	49 105	50 631	52 157	53 683	55 209	56 735
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	56 414	58 303	60 206	62 232	64 258	66 284	68 310
	(Gross pension)	54 986	56 802	58 619	60 435	62 251	64 067	65 883
	(Total net)	43 746	45 144	46 542	47 940	49 338	50 736	52 134
	(Net pension)	43 746	45 144	46 542	47 940	49 338	50 736	52 134
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	51 181	52 905	54 630	56 354	58 078	59 803	61 638
	(Gross pension)	49 959	51 617	53 274	54 932	56 590	58 246	59 904
	(Total net)	39 874	41 150	42 426	43 702	44 978	46 254	47 530
	(Net pension)	39 874	41 150	42 426	43 702	44 978	46 254	47 530
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 268
Second language	1 134

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
  - The staff member's service should have been satisfactory

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.